

POLICY FOR SPECIAL EVENTS

City of Rochester

Most events and activities within the City of Rochester require permits or approvals. All costs associated with the event are to be borne by the event sponsor. The Special Event permit application must be completed for all outdoor events and activities and is available at the City Clerk's Office, 201 Fourth Street S.E., Rochester, Minnesota 55904, or at <http://www.rochestermn.gov/departments/city-clerk/licenses-and-permits>

Applications are to be submitted no later than 60 days prior to the event. For large scale events involving 1,000 participants or more application should be made 90 - 120 days in advance. Applications not submitted within these time frames will not be considered. In the case of a race, walk, parade, or other event using City streets, a detailed layout of the route and arrangements for traffic control to be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards will be required to be submitted with the application. A Review Committee, made up of representatives from City and County departments, will review the application and make changes and/or recommendations to the event sponsor prior to application being forward to the City Council for a final decision.

Anyone planning an event to be held within the Peace Plaza area should contact the Rochester Downtown Alliance to begin the application process. If approval is given for Peace Plaza use then a City application can be submitted along with verification that the Peace Plaza use has been approved.

Any event to be held within Parks must contact the Rochester Park and Recreation Department for separate permit requirements or shelter rental. Note: a special events permit is required for events/activities exceeding 300 participants or any event/activity which extends beyond the immediate park boundaries. Additionally the event sponsor will need to check with the Park and Recreation Department for any activity to be held on Park and Recreation property to make sure the event can be scheduled into the facility requested:
<http://www.rochestermn.gov/departments/parks-and-recreation/rentals-reservations>

All applications, with the exception of those in the Peace Plaza and small events/activities within parks, are to be sent directly to the City Clerk's Office. All fees must be paid prior to the application being reviewed. If the event is cancelled within 7 days of filing the application fee will be refunded. No partial applications will be accepted.

REQUIREMENTS, CONDITIONS AND COSTS THAT MAY BE APPLICABLE TO YOUR EVENT

Miscellaneous Activities/Sound \$50.00
Amplification Application

Meter bagging fees \$6.00 per meter (\$3.00 per meter Saturday and Sunday)

Fire Department Fire Department personnel will assess the need for EMTs, Fire Department personnel, and equipment depending on the type of event to be held with the event sponsor being billed accordingly.

Permits required by the fire department:

Tent permit - \$55.00

Fireworks display - \$55.00

Fireworks Sales - \$55.00

Performances Using Flame/Fire - \$55.00

Insurance Certificate	Provide a Certificate of Liability Insurance naming the City as an additional insured for the term of the event in the amount of \$1,500,000 each occurrence/aggregate for both bodily injury & property damage liability to cover any claims that may result from the event.
Liquor	The use of liquor is defined in the Rochester Code of Ordinances Chapter 125B. Additional licenses will be required, contact the City Clerk's office for more information.
Portable Toilets/Wash Stations	Number of toilets and wash stations needed will be determined by staff based on number of expected participants. Costs and delivery of units will be borne by event sponsors.
Security	\$60.00 per hour with a 4-hour minimum for Police Officers if liquor present at event. Minimum of 2 officers must be present. Holidays - \$80 per hour per officer with a 4-hour minimum. Police Department determines the number of officers to be present.
Signage	All signage is the responsibility of the event sponsor and must comply with the approved site plan submitted with the application.
Street Closures	<p>When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Works time for temporary traffic signal modifications, additional signage, or other City costs may be charged.</p> <p>In addition all events with street closures must include an emergency plan detailing access for emergency vehicles.</p> <p><u>In Residential Neighborhoods:</u> 7-day advance notice to the residents that will be impacted by the event is required so they can plan around the inconvenience. This is the responsibility of the event sponsor. If this activity is not done the event will be cancelled.</p> <p><u>In Commercial Areas:</u> A consent/non-consent form must be received from all businesses that are affected by the street closure as part of the application packet. This is the responsibility of the event sponsor. Forms are included in the application packet.</p> <p>Road closures are not allowed for locations where there are no other access options for the businesses or residents.</p>
Trash Stations	Number of stations needed will be determined by staff based on number of expected participants. Costs will be borne by event sponsors.
Contact Information	All applications must include the name and phone number of the on-site Event contact person for the day(s) of the event.

Pre-Event Inspection

At least one day prior to the event City staff will inspect the event location to ensure that all Event Permit requirements have been followed. Inspections may also occur during the event to ensure that no changes have been made from the approved Event Permit. If changes are made and not corrected at the request of City staff the event may be shut down.



SPECIAL EVENT PERMIT

PLEASE TYPE OR PRINT. Complete the entire application. You may attach supporting documents if needed, but you must still complete all questions; or your application will be deemed incomplete and may not be processed.

Name (Last, First, Middle):		E-mail:	
Home Address:		City, State & Zip:	
Home Phone:	Work Phone:		Other Phone:
Name of Business:			
Business Address:		City, State & Zip:	
Contact person and phone number for the day of the event:			
Name of Event or Parade, Please Specify.		Event Date:	
Location of Special Event:			
Start Time:		Finish Time:	
Admission Charge:	Number of Units:	Number of Persons:	
Purpose of Proceeds (if applicable):			
Attach a copy of a certificate of liability insurance for the event, naming the city of Rochester as an Additional insured.			
Maximum Number of People Who Will Be Permitted to Attend and how this will be limited:			

For Peace Plaza Events, please contact the RDA first.

Please check with the Parks Department if your event will be held within a park. You will need approval from them to schedule the park. 507-328-2525.

If you have a TENT, please contact the Fire Department-507-328-2800.

Are Any Additional Services Requested By Any City Department? If so, List:

Description of Entertainment to be Provided:

Food:

Medical Needs:

Sanitation:

Emergency Services:

Garbage Disposal:

Security:

SITE PLAN:

Attach a sketch, site plan, stage plot or other description of the land and premises to be used for the event for which the permit is sought. Be specific to the placement of the sound system speakers and the direction the sound will travel.

SOUND REQUEST, YOU MUST CHECK ONE:

- ☐ Maximum Allowable Sound Pressure Level No More than 85 Decibels Measure at The Property Line Or Venue Boundary.
- ☐ Waive The Maximum Allowable Sound Pressure Level and Require The Amplified Sound to Terminate No Later than 10:30 PM
- ☐ There Will Be **NO** Amplified Sound at This Event.

Provide The Means and Method Proposed By The Applicant To Prevent Noise From The Event From Unreasonably Disturbing Those Persons Who Live or Work In The Vicinity Of The Event.

Provide a description of how you will meet the requirements of the attached policy for special events.

THIS APPLICATION IS MADE SUBJECT TO THE RULES AND REGULATIONS OF THE CITY OF ROCHESTER AND THE UNDERSIGNED HEREBY AGREES FOR THEMSELVES AND OTHERS FOR WHOM THIS APPLICATION IS MADE THAT THE SAME ARE ACCEPTABLE AND WILL BE OBSERVED. THE CITY OF ROCHESTER RESERVES THE RIGHT TO CANCEL ANY PERMIT.

I hereby certify that the information provided herein is true and correct to the best of my knowledge and Belief, and that the Common Council of the City of Rochester may rely on the accuracy of such information provided in determining whether or not a license/permit should be issued.

Signature of Applicant_____ **Date of Application**_____

Permit Fee: \$50.00

Make check or money order payable to City of Rochester and return to the office of the City Clerk, Room 135, 201 4th Street SE, Rochester, MN 55904

IF YOU NEED TO BLOCK THE STREET, A DETAILED LAYOUT OF THE ROUTE AND ARRANGEMENTS FOR TRAFFIC CONTROL MUST BE DONE BY A CERTIFIED VENDOR USING THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES STANDARDS. CONTACT ONE OF THE FOLLOWING SUPPLIERS:

***WARNING LITES OF MN.
3120 EAST PROW LN NW
ROCHESTER, MN 55901
507-282-1105 (BUSINESS)
507-208-1335 (CELL)
507-282-1130 (FAX)
RHART@WARNINGLITESMN.COM***

***SAFETY SIGNS, INC.
4612 8TH STREET SW
ROCHESTER, MN 55902
507-254-9720 (BUSINESS)
507-289-4612 (FAX)
RENTALSIGNS.ROCH@YAHOO.COM***

USES OF STREETS AND BIKE PATHS

All organizations and individuals requesting permission to use city street or bike paths throughout the city are being cautioned that they cannot use any type permanent markings on the streets or bike path to mark distances or their route. The person or persons requesting the use permit is responsible for removing any and all types of markings used.

RIGHTS OF SUBJECTS OF GOVERNMENT DATA

LICENSE AND PERMIT DATA

“TENNESSEN WARNING”

In accordance with the Minnesota Government Data Practices Act, the City of Rochester is required to inform you of your rights as they pertain to the information collected about you. Public information is that information which is available to the general public; Private information is that information which is available to you, not to the public; and confidential information is that information which is not available to you or the public. The information we collect from you is either public or private. The separation of that information is as follows:

PUBLIC – NAME AND ADDRESS OF APPLICANT(S) AT THE TIME OF APPLICATION

PRIVATE – SOCIAL SECURITY INFORMATION, BIRTH DATE INFORMATION

(MS 13.355 & 13.37(a))

The information collected and required from you is to determine your eligibility for a City of Rochester License or Permit. If you do not supply the required information, the City of Rochester will not be able to determine your eligibility.

The dissemination and use of the private data we collect is limited to that necessary for the administration and management of the deferred assessment program. Persons or agencies with whom this information may be shared include:

***CITY, COUNTY, AND STATE PERSONNEL INVOLVED IN DETERMINING YOUR ELIGIBILITY,
CONTRACTED PUBLIC AUDITORS, AND THOSE INDIVIDUALS TO WHOM YOU GIVE YOUR
EXPRESS WRITTEN PERMISSION.***

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

***THE RIGHT TO SEE AND OBTAIN COPIES OF THE DATA MAINTAINED ON YOU.
THE RIGHT TO BE TOLD THE CONTENTS AND MEANING OF THE DATA.
THE RIGHT TO CONTEST THE ACCURACY AND COMPLETENESS OF THE DATA.***

To exercise these rights, contact the City Clerk's Office, Room 135, City Hall, Rochester, Mn. 55904

***I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING
MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.***

(Signature of Data Subject)

(Date)



ROCHESTER

— Minnesota —



Special Event Street Closure Consent/Objection Form

Name of Event:

Street(s) to be closed:

Date:

Time:

I, _____, (check one box):

☐ CONSENT

I agree that neither the Special Event Coordinators nor the City of Rochester may be held liable for any inconvenience the street closure may cause. I further agree to notify any tenants and vendors whom the street closure will directly affect.

☐ OBJECT

Reasons for objection:

Print Name

Business/Organization

Signature

Date